



# Call for Presentations

Conference Dates: February 8, 9, and 10, 2009  
Detroit Marriott at the Renaissance Center

Dear Prospective Presenter:

On behalf of the Planning Committee, I am pleased to invite you to present at the 2009 Michigan Career Education Conference. This conference, scheduled for February 8-10, 2009, will be held at the Detroit Marriott at the Renaissance Center. Note that February 8 is comprised of registration and special events.

The theme of this year's conference is "**Career and Technical Education: Mapping to College and Careers.**" This theme reflects the important roles of career and technical education in preparing students for their future. The same way a map or GPS guides us to our destination, students, too, need to focus toward the future. Early career preparation, including career exploration, career assessments, and comprehensive guidance and counseling, must accompany the rigor of academic preparation. Incorporating relevant learning opportunities helps students to begin thinking about their future, better preparing them to develop an Educational Development Plan. Finally, through rigorous academic and technical preparation, awareness and exposure to the world of work, and relationships of educators and family, students are better positioned to steer toward college and careers. This destination requires an effort on the part of all educators at all levels. The relationships we build with each student will prepare them for future college and career.

Enclosed is a form for your proposal. Please submit your proposal via e-mail by downloading the proposal form at <http://cps.ferris.edu>, then send that Word document as an attachment to [caps@ferris.edu](mailto:caps@ferris.edu).

Please follow the proposal guidelines carefully. The deadline for proposal submission is **Monday, October 27, 2008**. If you have questions or would like more information, please contact Conference and Professional Services at Ferris State University at 800-562-9130 or by email at [caps@ferris.edu](mailto:caps@ferris.edu).

Thank you for your commitment to advancing career education in Michigan.

Sincerely,

Joanne Mahony, Ph.D., Chair  
Career Education Conference Committee



# Call for Presentations Information Sheet

**February 8, 9, and 10, 2009  
Detroit Marriott at the Renaissance Center**

**Contact: Conference and Professional Services,  
Ferris State University  
(800) 562-9130, Ext. 5820 or (231) 591-2340, caps@ferris.edu**

## Calling All . . .

- **Academic Educators**
- **Career and Technical Educators**
- **Business/Community Partners**
- **Career Development Educators**
- **Administrators**
- **Counselors**
- **Education Leaders**
- **Special Population Educators**

## Important Presentation Information

### Conference Theme:

### **Career and Technical Education: Mapping to College and Careers**

We encourage you to submit proposals that demonstrate leading-edge practices and programs that support academic and career and technical education among secondary, postsecondary, and four-year institutions. We are interested in program sessions that demonstrate innovative strategies and comprehensive services to address the diverse needs of students.

- Each session is 60 minutes in length. Breakout session blocks will be offered on both Monday and Tuesday. Sessions may be scheduled either day; presenters must be available to present as scheduled.
- All presenters must register and pay conference registration fees. Lead presenters are responsible for explaining this policy to all co-presenters and communicating with co-presenters about scheduling, audio-visual needs, and other relevant topics.
- If you (or your co-presenters) are applying to present in more than one session, please note this on the application. You are discouraged from participating in more than two sessions due to scheduling limitations.
- Due to space limitations, only four presenters' names will be listed in the conference program.
- No honoraria or expenses will be paid for anyone presenting a breakout session at the conference.
- Presenters are responsible for bringing computers.
- E-mail addresses are required for lead presenters. This will be the primary method of communication with participants.
- Presentations with a panel format should limit the number of panelists to three.

## Conference Schedule

<u>Sunday, February 8</u>	<u>Monday, February 9</u>	<u>Tuesday, February 10</u>
Exhibitor Set-Up 2:00 p.m.– 7:00 p.m.	Registration 7:30 a.m.– 4:00 p.m.	Registration 7:00 a.m.– 11:30 p.m.
Exhibits Open 6:00 p.m.– 8:00 p.m.	Exhibits Open 7:30 a.m.– 5:00 p.m.	Breakfast Buffet 7:00 a.m.– 8:00 a.m.
Registration 6:00 p.m.– 8:00 p.m.	Continental Breakfast 7:30 a.m.– 8:45 a.m.	Breakout Session D 8:00 a.m.– 9:00 a.m.
	Opening Session 9:00 a.m.– 10:30 a.m.	Breakout Session E 9:15 a.m.– 10:15 a.m.
	• Excellence in Practice Awards	Breakout Session F 10:30 a.m.– 11:30 a.m.
	Exhibitor Break 10:30 a.m.– 11:00 a.m.	Lunch 11:30 a.m.– 1:15 p.m.
	Breakout Session A 11:00 a.m.– 12:00 p.m.	• General Session
	Lunch 12:00 p.m.– 1:30 p.m.	• Awards Ceremony
	• General Session	• Door Prize
	Breakout Session B 1:45 p.m.– 2:45 p.m.	
	Exhibitor Break 2:45 p.m.– 3:00 p.m.	
	Breakout Session C 3:00 p.m.– 4:00 p.m.	
	Exhibitor Reception 4:00 p.m.– 5:30 p.m.	

## Presentation Writing Recommendations

- Session title should clearly describe the proposed session content.
- Avoid abbreviations and acronyms that do not clearly explain the session content.
- Session description (50 words or less) should describe what will occur and should be appropriate for inclusion in the conference program.
- Prepare and bring handouts for approximately 100 participants or have a web address for participants to download copies.
- Submit an electronic copy of your presentation by email to [caps@ferris.edu](mailto:caps@ferris.edu) for the conference web site prior to end of the conference.
- Write in complete sentences, do not use phrases.

## Presentation Deadline: Monday, October 27, 2008

Proposals should be submitted as an attachment via e-mail.

Download a Word document form at <http://cps.ferris.edu> and e-mail to [caps@ferris.edu](mailto:caps@ferris.edu).

Submissions must be received by **October 27, 2008**.

It is the policy of the Office of Career and Technical Education that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service or activity for which it is responsible, or for which it receives financial assistance from the U. S. Department of Education. For further information, contact the Civil Rights Coordinator, Office of Career and Technical Education, P.O. Box 30712, Lansing, MI 48909 (517) 373-3373.

Contact: Conference and Professional Services  
Ferris State University  
Telephone (800) 562-9130, Ext. 5820  
or e-mail [caps@ferris.edu](mailto:caps@ferris.edu)

Detroit Marriott at the Renaissance Center

February 8 –10, 2009

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Ferris State University  
Conference and Professional Services  
410 Oak Street, ALU 113  
Big Rapids, MI 49307-2022

